

# HOW TO CREATE A TABLE SECTION

- You must run a report first and go to the results section. The table section will be created from the information in the results section.
- You use the tables section to place a limit that you do not want to affect other pivots, reports and tables.
- Remember any time you modify the results section; you are modifying everything in the Report.

## Step 1:

BrioQuery - 34dtr[1]

File Edit View Insert Format Results Tools Window Help

Sort: Begin Budget Fy, Boc, Document Date

Limit: Boc

	Begin Budget Fy	Fund	Division	Organization	Reporting Org 1	Reporting Org 2	Program	Boc	Document Number	Vendor Code	Reference
1	2001	52	3	3405	3400	3405	523405030	2199	14606300002	426085585ES	*
2	2001	52	3	3405	3400	3405	523405030	2199	14606300002	426085585ES	*
3	2001	52	3	3405	3400	3405	523405030	2199	14606300002	426085585ES	*
4	2003	52	3	3408	3400	3408	523408030	3112	03276A12402	364069924 A	43639535
5	2004	52	3	3409	3400	3409	523409030	1101	05ADJ100164	485740052ES	DAUGARD
6	2004	52	3	3409	3400	3409	523409030	1101	05ADJ100164	485740052ES	DAUGARD
7	2004	52	3	3409	3400	3409	523409030	1101	05ADJ100164	485740052ES	DAUGARD
8	2004	52	3	3414	3400	3414	523414030	1105	51011600008	014606713ER	12014606
9	2004	52	3	3414	3400	3414	523414030	1105	51011600008	014606713ER	12014606
10	2004	52	3	3414	3400	3414	523414030	1105	51011600008	014606713ER	12014606
11	2004	52	3	3414	3400	3414	523414030	1105	51051700002	014606713ER	12014606
12	2004	52	3	3414	3400	3414	523414030	1105	51051700002	014606713ER	12014606
13	2004	52	3	3401	3400	3401	523401030	1152	04EST030065	34STANDARD	AWARDS
14	2004	52	3	3401	3400	3401	523401030	1152	04EST030065	34STANDARD	AWARDS
15	2004	52	3	3401	3400	3401	523401030	1152	04EST030065	34STANDARD	AWARDS
16	2004	52	3	3409	3400	3409	523409030	1152	52085600003	34STANDARD	1234STAN
17	2004	52	3	3409	3400	3409	523409030	1152	52085600003	34STANDARD	1234STAN
18	2004	52	3	3409	3400	3409	523409030	1152	52085600003	34STANDARD	1234STAN
19	2004	52	3	3409	3400	3409	523409030	1152	52085600003	34STANDARD	1234STAN
20	2004	52	3	3409	3400	3409	523409030	1152	52085600003	34STANDARD	1234STAN
21	2004	52	3	3404	3400	3404	523404030	1201	540465R0032	220086200ES	09/14/04 *
22	2004	52	3	3404	3400	3404	523404030	1201	540465R0032	220086200ES	09/14/04 *
23	2004	52	3	3404	3400	3404	523404030	1201	540465R0032	220086200ES	09/14/04 *
24	2004	52	3	3404	3400	3404	523404030	1201	541191R0014	220086200ES	10/05/04 *
25	2004	52	3	3404	3400	3404	523404030	1201	541191R0014	220086200ES	10/05/04 *

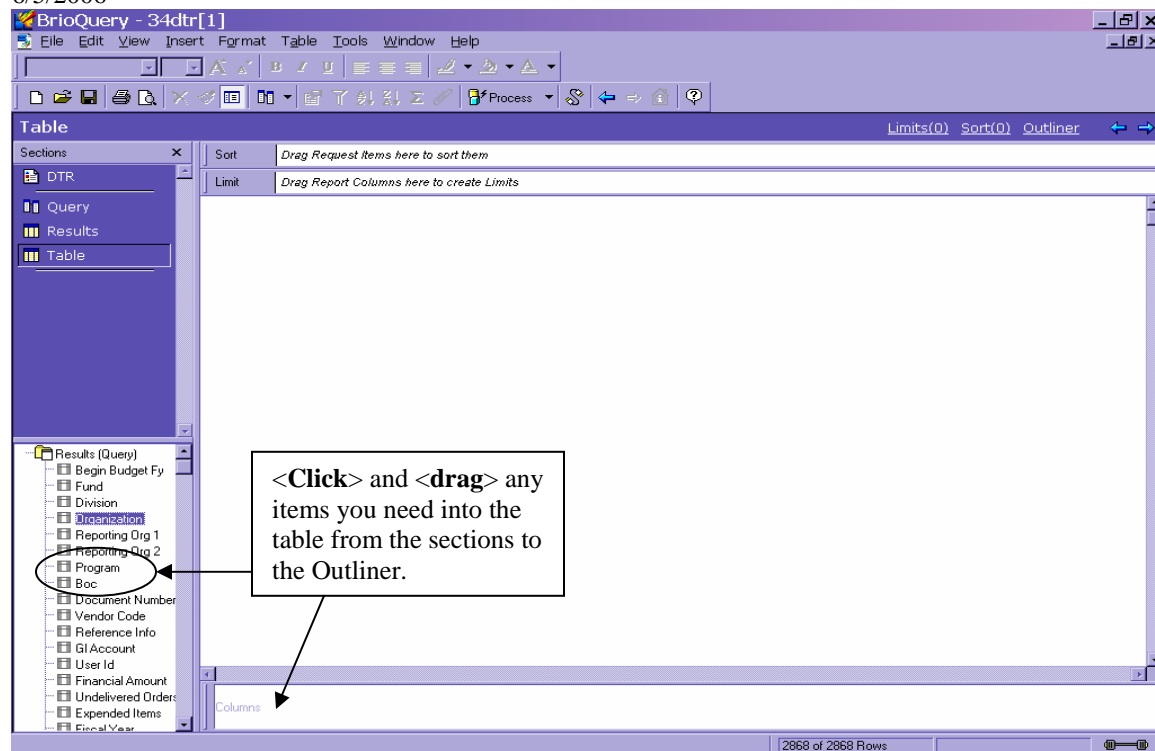
Begin Budget Fy, Fund, Division, Organization, Reporting Org 1, Reporting Org 2, Program, Boc, Document Number, Vendor Code, Reference Info, GI Account, User Id, Financial Amount, Undelivered Orders, Expended Items, Fiscal Year, Fiscal Month, Account Type, Vendor Name, RUNDATE, SYSTEM, Obligations, Major BOC, Transaction Code, Report Name, Closed Period Ind, Open Closed, Current Month, Month Name, Calendar Year, Document Date

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1. Make sure you are in the **Results Section** and <click> on **Insert** and then **New Table**.

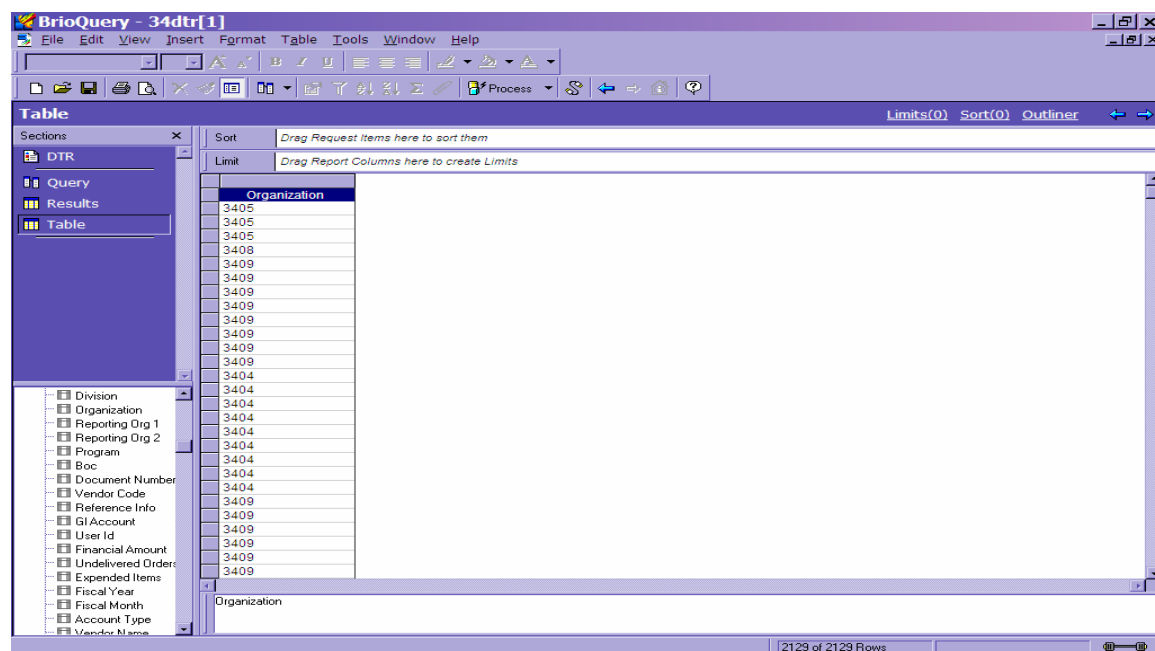
## Step 2:

6/5/2006



2. This is the Table Section. The section is blank until you move items in from the Results section. **<Click>** on the items in the lower left hand corner and drag them into the outliner.

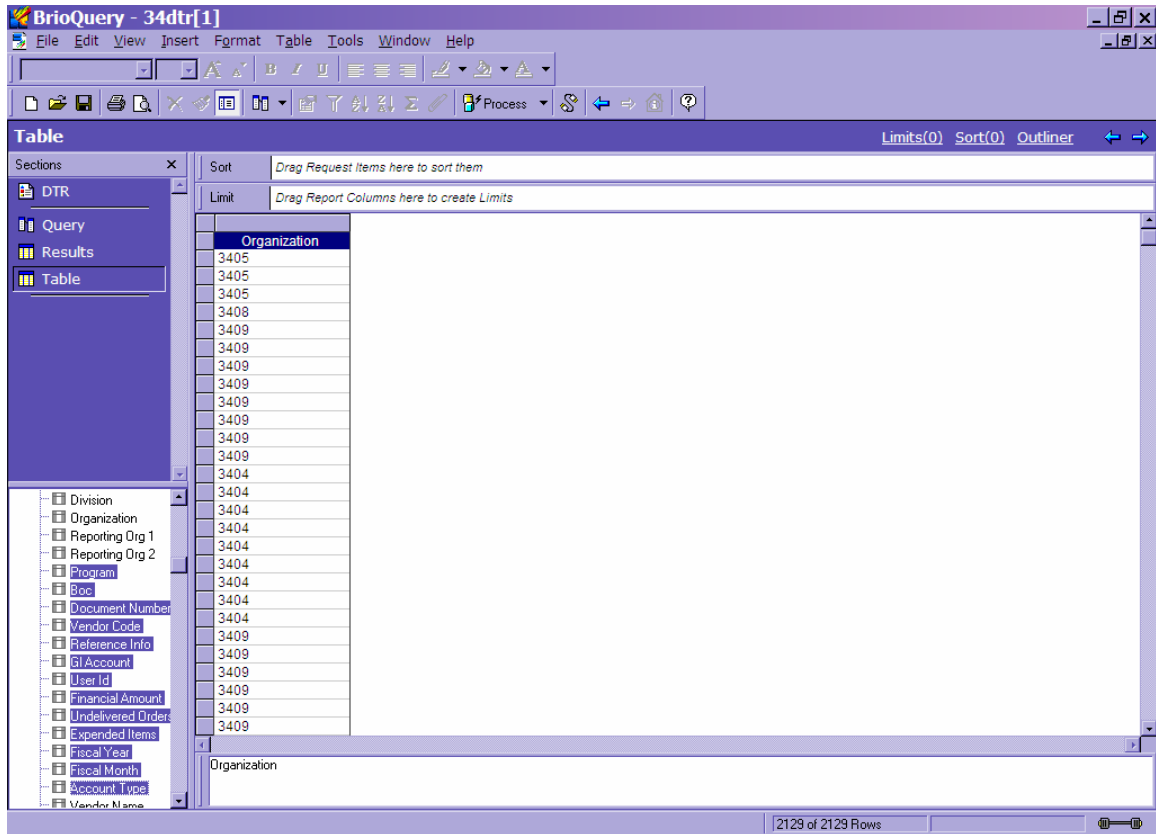
### Step 3:



3. You have now added one column to this table.

### Step 4:

6/5/2006



4. To add more than one item at a time, <click> on the **first item** and with the **shift** key <pressed> and <click> on the last item you need. This will pick up everything in between the first and the last item.

If you want different items and they are not together, <click> on each item individually with the **Ctrl** key <pressed> during each click.

## Step 5:

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**BrioQuery - 34dtr[1]**

File Edit View Insert Format Table Tools Window Help

Table

Sections: DTR, Query, Results, Table

Sort: Drag Request Items here to sort them

Limit: Drag Report Columns here to create Limits

Program	Boc	Document Number	Vendor Code	Reference Info	GI Account	User Id
523405030	2199	14606300002	426085585ES	.	4871	UEBOE32
523405030	2199	14606300002	426085585ES	.	4801	UEBOE32
523405030	2199	14606300002	426085585ES	.	4801	UEBOE32
523408030	3112	03276A12402	364069924 A	43639535337	4901	PRCHUSER
523409030	1101	05ADJ100164	485740052ES	DAUGARD	4801	UJTRE04
523409030	1101	05ADJ100164	485740052ES	DAUGARD	4902	UJTRE04
523409030	1101	05ADJ100164	485740052ES	DAUGARD	4881	UJTRE04
523409030	1152	52085600003	34STANDARD	1234STANDARD	4871	ABCOUSER
523409030	1152	52085600003	34STANDARD	1234STANDARD	4902	ABCOUSER
523409030	1152	52085600003	34STANDARD	1234STANDARD	4801	ABCOUSER
523409030	1152	52085600003	34STANDARD	1234STANDARD	4901	ABCOUSER
523409030	1152	52085600003	34STANDARD	1234STANDARD	4901	ABCOUSER
523404030	1201	541191R0014	220086200ES	10/05/04 * 10/15/04	4881	TRVLUSER
523404030	1201	541191R0014	220086200ES	10/05/04 * 10/15/04	4902	TRVLUSER
523404030	1201	541191R0019	220086200ES	09/22/04 * 10/04/04	4801	TRVLUSER
523404030	1201	541191R0019	220086200ES	09/22/04 * 10/04/04	4881	TRVLUSER
523404030	1201	541191R0019	220086200ES	09/22/04 * 10/04/04	4902	TRVLUSER
523404030	1201	541191R0014	220086200ES	10/05/04 * 10/15/04	4801	TRVLUSER
523404030	1201	541875R0047	220086200ES	10/16/04 * 11/12/04	4881	TRVLUSER
523404030	1201	541875R0047	220086200ES	10/16/04 * 11/12/04	4801	TRVLUSER
523404030	1201	541875R0047	220086200ES	10/16/04 * 11/12/04	4902	TRVLUSER
523409030	1202	05ADJ100164	485740052ES	DAUGARD	4801	UJTRE04
523409030	1202	05ADJ100164	485740052ES	DAUGARD	4902	UJTRE04
523409030	1202	05ADJ100164	485740052ES	DAUGARD	4881	UJTRE04
523409030	1203	05ADJ100164	485740052ES	DAUGARD	4881	UJTRE04
523409030	1203	05ADJ100164	485740052ES	DAUGARD	4801	UJTRE04
523409030	1203	05ADJ100164	485740052ES	DAUGARD	4902	UJTRE04

Program , Boc , Document Number , Vendor Code , Reference Info , GI Account , User Id , Financial Amount , Undelivered Orders , Expended Items , Fiscal Year , Fiscal Month , Account Type , Organization

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- Once you have brought in everything you need from the results section, you can create a pivot, report or a chart using just this information. This table may be sorted and limited based on what you need for your charts, reports and pivots.

**Note:** If you create a column in the Results section, you must bring it into your table before you can use it in any pivot, report or chart created off this table. Once a report, pivot or a chart has been created off this Table, you must bring it into your table first before it will be available in your report, chart or pivot.